

ALBERTA 4-H COUNCIL COMMITTEES

- ◆ Council members are appointed at the annual meeting to serve on a variety of committees
- ◆ The role a Council member plays varies according to the committee
- ◆ Council members should adequately acquaint themselves with the mandate of all of the committees, as well as the role members fulfil while serving on the committees
- ◆ **Ad Hoc** (temporary) committees may be established from time to time to perform specific tasks. This type of committee commonly is responsible for gathering information to present to the Council at a later date. This information assists the Council's decision-making process. In this way, complex issues or subjects are more properly researched prior to being considered at a general meeting of the Council. Typically, ad hoc committees are disbanded upon completion of task
- ◆ **Standing Committees** – Executive, Finance, Golden Clover Award, Historian, Provincial Appeals, Resolutions
- ◆ **Partner Committees** – joint committees for the 4-H program composed of members from each of the Branch, Council and the 4-H Foundation of Alberta. BAC (Beef Advisory Committee), Communications, 4-H Hall of Fame, 4-H Partners Liaison, Leaders Screening, Marketing, Nomination and Interview, PEAC (Provincial Equine Advisory Committee), Policy Review, Scholarship

STANDING COMMITTEES of Alberta 4-H Council

1. Executive

- ◆ composed of the president, vice-president, treasurer, secretary, past president (ex-officio) and the Branch Liaison (ex-officio)
- ◆ three out of four voting members of executive must be present in order to conduct the business of the executive
- ◆ meetings may be held to conduct Council business
- ◆ a telephone conference call shall constitute an executive meeting
- ◆ any decision made at executive meetings must be ratified by Council members at the next Council meeting

2. Finance

- ◆ composed of the treasurer, president, Branch Liaison, past president and 4-H Foundation of Alberta CEO
- ◆ responsible for preparing a budget to be presented at the Annual meeting of Council
- ◆ make financial recommendations to the Council
- ◆ review financial matters of the Council on a regular basis

3. Golden Clover Award

- ◆ composed of at least 3 (three) Alberta 4-H Council members who will review applications and provide a selection procedure to Council
- ◆ created to recognize individuals or groups who have exhibited outstanding leadership while initiating a special contribution such as an innovative idea, program, activity or event that has made a difference to Alberta 4-H
- ◆ based on:
 - Innovation and initiative demonstrated by the nominee through their special contribution
 - * Positive impact and outcome of the nominee(s) efforts
 - * Leadership role of the nominee(s)
 - * Involvement in the community
- ◆ responsible for notifying the potential winner(s) [up to three], who will be invited to attend the Alberta 4-H Leaders' Conference where the final winner will be announced
- ◆ responsible for obtaining a take home award (of significance) and a lapel pin for the successful candidate(s)
- ◆ responsible for ensuring that the winner(s)' name is added to a plaque that is to be displayed at the Alberta 4-H Centre

4. Historians

- ◆ composed of two (2) Alberta Council members appointed annually
- ◆ collect, organize and store photographs, news articles and other Council historical documents
- ◆ present status reports at Council meetings
- ◆ encourage all Council members to assist by collecting and forwarding items to the historians

5. Provincial Appeals

- ◆ in accordance with Policy #9.02 Alberta Grievance Policy
- ◆ composed of five (5) individual adult 4-H leaders and/or adult 4-H volunteers all of whom do NOT have to be current members of the Alberta 4-H Council
- ◆ no current member of a district grievance committee, regional appeals or grievance committee shall sit as a member of the provincial appeals committee
- ◆ will listen, consider and pass judgement on all appeals to decisions rendered by regional appeals committee or regional grievance committees brought forward

- ♦ in the event that a grievance is brought forward from a Provincial event, where there is an existing volunteer-based organizational body for said Provincial event, this organizational body shall strike a grievance committee to hear any and all grievances that may be submitted. In the event of an appeal of the committee decision, the Provincial Appeals Committee shall hear the grievance
- ♦ a judgement by this Committee is final and binding with no appeal (i.e. there is no further no appeal process)

6. Resolutions

- ♦ composed of 2 (two) Council members appointed annually
- ♦ collect, preview and present resolutions that may be received during the first day of any Council meeting
- ♦ resolutions related to the Council and Council policies are dealt with by Council; those related to Branch policy, 4-H regulations and provincial programming are communicated by the Council to the 4-H Branch (or if appropriate, to the Minister responsible for 4-H)

4-H PARTNER COMMITTEES

1. Alberta 4-H Partners Nomination and Interview Committee

- ♦ one (1) Council member appointed annually to work with one (1) member from each of the Branch and 4-H Foundation of Alberta
- ♦ interview nominees for director positions on the Foundation usually at the annual 4-H Leaders' Conference in January
- ♦ make recommendations to the Foundation for the director positions based on the interviews

2. BAC (Beef Advisory Committee)

- ♦ one (1) Council member appointed annually to work with a Alberta 4-H specialist, and two (2) representatives elected from each of the seven 4-H regions
- ♦ **Mandate of the Committee:**
- ♦ **Objectives of the Committee:** BAC advises the Alberta 4-H Council and the 4-H Branch on the needs of the 4-H beef project. BAC covers topics such as rules and regulations, livestock identification, project material, achievement day guidelines, and beef leader training. Clubs, districts and regions are encouraged to forward “beefs and bouquets” on the 4-H beef program to their regional representative.
- ♦ Council member representative is the information liaison and reports back to Council at its next meeting

3. Communications

- ◆ two (2) Council members appointed annually to work with the Alberta 4-H media specialist and other committee members from each of the regions
- ◆ to review and improve upon communication activities in the 4-H program
- ◆ Council members bring forth Council recommendations and report back to Council
- ◆ To administer and present Friends of 4-H Public Speaking funds

4. 4-H Hall of Fame

- ◆ one (1) Council member appointed annually. (Each year, the 4-H Branch invites the Council and 4-H Foundation of Alberta to select one representative each to serve on this committee. The Branch also chooses one sponsor rep and one 4-H leader-at-large
- ◆ prior to July 15, the committee meets by conference call to recommend inductees (maximum of three)
- ◆ during the period of mid June to mid July, committee members review completed nomination forms
- ◆ the recommendations require approval by the director, Rural Community and Leadership Development Division
- ◆ the Council's representative presents a final report at the Council's Fall meeting

5. 4-H Partners Liaison

- ◆ refer to Policy #10.01 Alberta 4-H Partners Policy
- ◆ membership consists of 2 (two) representatives from each of the 4-H Partners (4-H Branch, Council and 4-H Foundation of Alberta)
- ◆ meetings are held on a regular basis or as needed
- ◆ responsible for overseeing the general welfare of the 4-H program (to focus globally with a long term view, and to consider the potential impact of external factors like politics, economics, major demographic shifts, and changes in social conditions)
- ◆ also advises the 4-H senior management of Alberta Agriculture and Rural Development
- ◆ Council members are to provide input from Council and bring feedback to Council

6. Leaders Screening

7. Marketing

- ◆ 2 (two) Council members appointed annually to work with a Foundation rep, Provincial marketing specialist, Provincial media specialist, a 4-H ambassador, the committee chairperson
- ◆ **Mandate:** to enhance the image and awareness of 4-H
- ◆ **Objectives:** to review current marketing strategies and determine their effectiveness; to increase participation in the 4-H program through recruitment and retention of members and leaders; to increase recruitment and retention of human resources; to increase exposure of members to provincial programs; and to improve sponsorship recognition in consultation with appropriate 4-H committees
- ◆ the Council member representative is responsible to bring forward new marketing initiatives and promote these to Council. The Council members are encouraged to promote the marketing of 4-H at all levels
- ◆ meets at least three times per year at a central location, or by conference call
- ◆ **Screening of Fund Raisers and Community Projects**
 - assesses proposals submitted by private sector or other individuals or agencies, that could involve 4-H groups from two or more regions
 - meets three to four times per year, usually by conference call
 - approved proposals are advertised in the Alberta 4-H Magazine and a Foundation Fundraising booklet mailed to all clubs
 - Council member reviews proposals (using guidelines), assists in approval process, and reports to the next meeting of the Council

9. PEAC (Provincial Equine Advisory Committee)

- ◆ one (1) Council member appointed annually
- ◆ **Mandate:**
- ◆ **Objectives:**
 1. Promote and enhance 4-H equine projects, programs, and opportunities while addressing the needs of the 4-H member.
 2. Increase an awareness of all equine projects offered throughout the province.
 3. To represent 4-H's position to the Alberta Equine Industry.
 4. To liaise between regions, provincial council and the 4-H Branch.
 5. Promote effective teamwork among the PEAC Committee.
- ◆ Council member representative is information liaison and reports at the next Council meeting.

10. Scholarship (Alberta 4-H Scholarship)

- ◆ two (2) Council representatives appointed annually
- ◆ a one day selection meeting is held usually in late August at the Alberta 4-H Centre
- ◆ reviews scholarship applications and selects appropriate candidates; each scholarship has unique selection criteria which is set by the sponsor and the scholarship itself
- ◆ an evaluation of the process is conducted towards the end of the selection meeting
- ◆ Council reps bring recommendations from Council and also report back to the next Council meeting